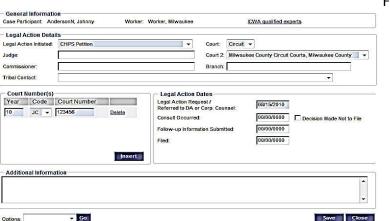
MAINTAINING THE LEGAL RECORD FOR EACH CHILD

Each child should have a Legal Record that reflects a chronological history of all Legal Actions and Legal Status/Outcomes **LEGAL ACTION:** Click on Casehead File Expando->Click LEGAL Icon->Click Child's Legal Record (Child with existing legal Record)

If the child has NO current Legal Record: Click CREATE-> CASEWORK->LEGAL-> LEGAL RECORD

LEGAL ACTION is entered **PRIOR TO CREATING** any LEGAL DOCUMENT

(This **DOES NOT INCLUDE** Permanency Plans, see below)



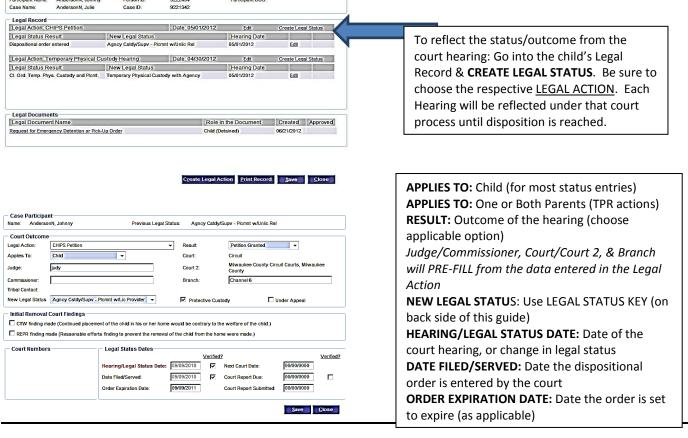
Frequently used LEGAL ACTIONS (not limited to):

- > Temporary Physical Custody Hearing
- CHIPS Petition
- Informal Disposition Request
- Pro-Se CHIPS Petition
- Request to Extend Dispositional Order
- Request to Revise Dispositional Order
- Request for Change in Placement
- ➤ Guardianship (48.977)
- Subsidized Guardianship
- Request for TPR
- TPR Involuntary
- TPR Voluntary
- Request for Pick-up Order (48.19 (1))
- Temporary Guardianship Petition
- Other/See Case Notes

AFTER ENTERING THE LEGAL ACTION, NOW CREATE YOUR COURT REPORT/NOTICE, ETC.

LEGAL STATUS:

A **LEGAL STATUS** is entered **AFTER EVERY COURT APPEARANCE**. You will enter a case note about the court hearing **AS WELL AS** entering the **OUTCOMES FROM THE HEARING** in the child's Legal Record.



DATA ENTRY FOLLOWING PERMANENCY PLAN REVIEW HEARINGS:

The Perm Plan Review Hearing results are entered in conjunction with a case note from the PPRH

CREATE -> CASE WORK -> PLANNING -> PERM PLAN REVIEW/HEARING RESULT -> CASEHEAD -> CHILD



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New Legal Status	When do I choose these options?
Temporary Physical Custody with Agency	—Child is taken into protective custody and the court is authorizing agency to continue the hold/placement. This legal status should be chosen as long as the non-secure order is in place. This legal status is chosen up until the point of disposition on the CHIPS Petition. The child can be in ANY placement type during this time.
Agency Custody/Supervision- Placement w/ Unlicensed Non- relative	—Courts have ordered the Agency or department to supervise the child's placement. This legal status is chosen when the child is placed with an UNLICENSED NON-RELATIVE. The placement strip should indicate unlicensed-non-relative.
Agency Custody/Supervision- Placement w/Licensed Provider	—Courts have ordered the Agency or department to supervise the child's placement. This legal status is chosen when the child is placed with a LICENSED PROVIDER (may or may not be a relative). This choice aligns with placement strips for: FH, TFC, GH, RCC
Agency Custody-Placement w/Relative	—Courts have ordered the Agency or department to supervise the child's placement. Relative is undergoing the licensing process, but a licensing determination has not yet been made. This legal status is chosen when the child is placed with a relative/KINSHIP approved placement. This status would align with a court ordered kinship placement strip.
Agency Custody/Supervision- Placement w/Unlicensed Relative	Courts have ordered the Agency or department to supervise the child's placement. Relative has been assessed for licensing and has withdrawn or been denied foster license. This legal status is chosen when the child is placed with an UNLICENSED/NON-KINSHIP APPROVED RELATIVE CAREGIVER. This status would align with a non-pay unlicensed relative placement strip.
Agency Supervision-L/C Placement w/ Parent	—Courts have ordered the Agency or department to supervise the child in the parental home. The court has authorized the placement of the child in the care of a biological parent (reunification). This legal status is chosen when a child is authorized to be placed in the home of a biological parent. This should also reflect placement with a non-custodial parent. There should be NO out of home placement strip.
Consent Decree	—The court approved a formal agreement between the Agency, parent, child and court. This legal status is chosen when the parties enter into a CONSENT DECREE. There is no CHIPS order.
Guardianship to Agency	—The court has ordered the BMCW/agency as the legal guardian of the child. <i>This legal status is chosen at the time a TPR is ordered and guardianship is transferred by the Judge.</i>
Informal Disposition Agreement	An informal disposition agreement has been approved through the DA's office and the family will be receiving Informal disposition Agreement Services through the agency. This legal status would be chosen at the time the court enters the IDA agreement.
Order for Secure Custody	The identified child will be held in secure custody for an extended period of time. This legal status aligns with a placement strip for a correctional institution, or a long term stay in detention.
Order for Short-Term Detention	The identified child will be held in custody for a short period of time. This legal status aligns with a placement strip for secure detention (short term) order of the court.
Guardianship to Relative/Caretaker (48.977)	 Court orders guardianship of the child be transferred to a relative or other caregiver(eg. Foster parent). This legal status is most chosen at the time of disposition on a Request for TOG action OR SUBSIDIZED TOG action.
Order for Supervised Independent Living	—The child is 17 or older, living in an Independent Living setting, and the court has ordered the agency or department to supervise the child's living setting. <i>This legal status would align with a placement strip for SUPERVISED INDEPENDENT LIVING.</i>
Adoption Finalized	Chosen when the Court orders the FINALIZATION of the Adoption for the child.
None	—Court did not issue an order affecting the child's legal status. This legal status is chosen at the time a child's CHIPS order expires, is dismissed, and/or case closure. The child should NOT have an open placement strip. This legal status is chosen after the court order for Supervision expires & during AFTER CARE/PERMANENY SUPPORT SERVICES
No Change is Status	ONLY USED WHEN: Any of the options listed above are not provided as a choice in legal status drop down. Should not be used when the correct legal status is a listed option.

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